



Communications and Events Manager

[Kountoupes Denham Carr & Reid](#) is a premier bipartisan lobbying firm in Washington, D.C., representing public and private companies, trade associations, and non-profit organizations before Congress and the federal government. Our firm is comprised of a bipartisan and bicameral team of lobbyists who have spent decades in Washington working on legislative issues at the highest levels of government.

KDCR Partners is accepting applications for a Communications and Events Manager. The Communications and Events Manager will have experience working with Capitol Hill with specific expertise and/or interest in communications and events. The ideal candidate will manage and support the team's ongoing efforts to promote the firm through public relations and public affairs tactics as well as quarterbacking the firm's external event activities. The position provides an excellent opportunity to work closely with our award-winning lobbyists.

This is a full-time, hybrid position based in Washington, D.C. Employees work in person Tuesdays-Thursdays and remotely Mondays and Fridays.

DUTIES INCLUDE:

Communications:

- Develop internal communications, such as reports, newsletters, memos, and decks, and write or proofread other content as needed.
- Develop external communications for clients, such as newsletters, talking points, remarks, one-pagers, blog posts, among others.
- Work with members of the principal team to develop presentations to deliver to clients.
- Identify opportunities to promote the firm and its clients in creative ways, including through traditional media channels and LinkedIn.
- Lead digital efforts in internal communications and social media using graphic design programs like Canva.
- Curate daily press clips to monitor coverage of clients and firm.
- Proofread and edit weekly reports.
- Develop and maintain media relations strategy for the firm; pitch reporters to promote KDCR in traditional media outlets.
- Support website maintenance.

Events:

- Manage firm's events, including maintaining database of past and upcoming events and participating in internal strategic planning.
- Develop, maintain, and lead all election-tracking documents, including master pre-election and post-election decks.



- Coordinate firm's guest speaker series and work with Office Administrator to plan logistics.
- Track and maintain database of events contacts.

REQUIREMENTS:

- 2-3 years of experience. Internship or entry-level experience working on Capitol Hill, in the administration or in the private sector on federal policy issues a plus.
- Extremely strong writer.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing, with a variety of audiences.
- Strong attention to detail.
- Able to organize and prioritize work in a dynamic, fast-paced, and complex environment to meet deadlines and daily requirements.
- Ability to work effectively both independently and with others in a cooperative, enthusiastic and friendly manner to accomplish position functions and participate in team efforts.
- Experience managing both peers and superiors in order to accomplish tasks and projects.
- Solid knowledge of Microsoft Office products to produce quality written communications such as memos, spreadsheets, slides and standard work documents.
- Knowledge of Facebook, X, LinkedIn, Instagram and Canva.
- Energetic, self-starter and resourceful problem solver – gets things moving and keeps them on track.
- Nimble and curious with a positive attitude and a good sense of humor.

Compensation:

- Salary is commensurate with experience and to the House of Representatives' minimum wage.
- We offer health, dental and vision insurance, transit benefit, paid vacation and holidays, a retirement plan with employer match, and lots of snacks.

Contact:

Interested candidates should send resumes to: Teresa Schofield (teresa@kdcpartners.com)

KDCR Partners is proud to be an equal opportunity employer. KDCR Partners does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation, gender identity, status as a protected veteran, status as an individual with disability, or other applicable legal protected characteristics.